

3200 - PLANNING DIRECTOR

NATURE OF WORK

This is a responsible management position overseeing the operations of the Planning Department, involving complex professional administrative work organizing, staffing, directing and controlling all activities of the department. Serves as chief of staff to the Planning Board, Board of Adjustment, Design Review Board and Historic Preservation Board. Responsible for preparation and interpretation of the City's Comprehensive Plan and Zoning Ordinance.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Manages the operations of the Department and supervises all staff.
Serves as chief of staff to all development review boards.
Makes presentations to the City Commission and community groups on planning and related issues.
Interprets the Zoning Code and issues official interpretations.
Develops goals and objectives for the City's long-range development and the Comprehensive Plan.
Manages and participates in specific projects and studies.
Drafts, coordinates the review, and recommends all text amendments to the Zoning Ordinance.
Provides policy, direction and guidance on all current planning projects/studies.
Reviews all public and private development projects for compliance with the Comprehensive Plans, Neighborhood Plans, and Zoning Ordinance.
Reviews all staff reports for the Board of Adjustment, Planning Board, Design Review Board, Historic Preservation Board and City Commission (as applicable).
Coordinates planning issues with other City Departments.
Represents Department in meetings with developers and applicants regarding proposed projects.
Responds to citizens and Commission inquiries and complaints regarding planning and development issues.
Serves as mediator regarding disputes on zoning compliance.
Develops Department budget and ensures that expenditures are kept within budget.
Implements policies and procedures to improve efficiency of Department.
Provides vision as to the future development of the City.
Monitors and evaluates the performance of staff.
Performs related tasks, as required,

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of city planning and an understanding of the fundamentals of economics, municipal finance, sociology and research procedures, as they pertain to the Planning, Preservation and Design of urban areas, zoning and community renewal activities; of the City

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charter and of the various ordinances, codes and regulations pertaining to planning, zoning and urban renewal; and of the principles, practices and related Federal and State laws and regulations related to grant preparation and administration.

Ability to plan, organize, supervise and carry out complex research projects effectively; to present the results of research effectively in oral, written and graphic form; and to supervise professional, technical and clerical personnel engaged in city Planning, Zoning, design review, historic preservation and renewal work.

MINIMUM REQUIREMENTS

Any combination of education and experience equivalent to graduation from an accredited college or university supplemented by a Master's degree in urban planning and considerable experience of no less than fourteen (14) years in professional planning work, including no less than eight (8) years experience in a supervisory capacity. Experience can substitute for education on a year for year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copies, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.

SUPERVISION RECEIVED

General supervision is received from the Assistant City Manager. Work is performed with little direct supervision and with extensive latitude for the use of independent judgment. Work is reviewed for adherence to City policies and attainment of desired goals and objectives through personal conferences and review of work.

SUPERVISION EXERCISED

Supervision is exercised through various levels of subordinates over a variety of management, professional, technical and clerical employees.

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Rev 11/98